

Appendix C: Cover Letter for Ergonomics Survey 2

Post Office Box 44829 • Olympia, Washington • 98504-4829

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Dear Business Owner:

In the next two weeks, you will receive an important call from Gilmore Research Inc. asking you to participate in a telephone survey they are conducting for the Department of Labor and Industries. Why should you participate?

Washington state is developing a rule proposal on workplace ergonomics. Before deciding the exact content of the rule proposal, we need the information the survey asks you and other companies to provide. Your answers will help us assess how possible features of such a rule might affect different categories and sizes of industry. The survey also will help L&I fulfill its obligation under the Administrative Procedures Act (Chapter 34.05 RCW).

How to prepare for the interview. The attachment to this letter explains ergonomics and describes the kinds of work-related injuries the survey will ask you about. Gathering the following information in advance should limit the time you – or a representative familiar with safety in your company – spend on the telephone. The telephone survey should take from 10 to 25 minutes.

- Number of employees by category (full-time, part-time and temporary).
- Number of employees by job type (examples: forklift operator, sales clerk, electronics assembler).
- Summary of workers' compensation claims for ergonomics-related injuries for the last three years (number of claims per year, cost per year, number of days off work per year).
- Knowledge of the company's safety and ergonomics activities.
- Knowledge of equipment or workstation changes made for safety and ergonomic reasons.

Please note: If your company has multiple facilities, gather the preceding information only for the facility that received this letter. If your company supervises multiple work sites (e.g., construction, temporary help agencies), please answer for the entire work force supervised from this address.

Confidentiality. Your company was randomly selected to participate in this survey. The sampling includes different industries and company sizes. No identifying information will be attached to the survey data that Gilmore returns to L&I.

Thank you for reading this letter. Please take time from your busy schedule to be part of this survey. If you have questions about the survey, please call Greg Nothstein at 360-902-6805 or Michael Foley at 360-902-5429.

Sincerely,

Michael Silverstein, M.D.
Assistant Director, WISHA Services Division